

# SADHU RAM VIDYA MANDIR

Co-Ed. English Medium School  
(Affiliated to the Central Board of Secondary Education New Delhi)

## A WORD TO PARENTS

The school and the home are temples of learning for an intending student. The encouragement given to a student makes a world of difference. Some of the tips are mentioned here. The school expects the co-operation of the parents to ensure that:

- (a) Please read and understand the contents of this diary check it regularly for entries from the school.
- (b) The students must be regular, punctual and come to the school dressed neatly in uniform.
- (c) The students must bring their school diary, text books and note-books according to the time-table and keep them in good condition.
- (d) The students should revise their daily lessons and do their assignments regularly.
- (e) Kindly note that criticizing teachers or the school in the presence of the child should be strictly avoided as the same would cause adverse effects. If you have a legitimate complaint, please meet the Principal.
- (f) Parents and guardians are to familiarize themselves with the school and should try to adjust according to the curriculum of the school, **they should check the school diary of their wards every day** and enforce regularity and discipline at home and see that their wards prepare their lessons and do the assigned work. **Remarks in the diary should be noted, countersigned and thereafter follow up action should be taken.** If this is followed, parents will notice the improvement in their children.
- (g) Parents are requested to sign the notes entered on the Principal's Remarks/Teacher Remarks Page of the calendar or official circulars, test and examination results or similar documents. At the time of promotion, the diary must be brought to school.
- (h) On all working days the parents can meet the Principal between 9.30 and 11.00 a.m.
- (i) Parents/guardians, who will be signing the remarks or leave record in the School calendar, must put a specimen signature on declaration page of the School diary. An occasional check should be made to ascertain the genuineness of the signature since some children may take the liberty to forge their parent's signature.
- (j) **Parents must meet the teachers during the Parent-Teacher Meet.** In case of emergency they may take an appointment from the respective teacher through the school calendar of their wards. On the basis of this, they will be allowed to enter the premises. In case of emergency, students may be contacted through the school office.
- (k) Parents are expected to attend "Parent Teacher Meet" as per the date given in the calendar. This enables the Parents to assess the performance as well as the progress of their wards. **Absence of parents from Parent-Teacher Meet twice shall demonstrate lack of interest in their child's education for which their ward is liable for dismissal.**

- (l) Any pupil who is seriously ill or suffering from any infectious or contagious disease, should not be sent to school. If he/she is likely to be absent from school for three days or more, the Principal should be informed at once. On recovery, he/she must submit a doctor's certificate stating that the child is fully cured.
- (m) Leave taken for mere social functions are not recommended because it affects the progress of the child and may result in failure on all fronts. No child would avail leave without the prior permission of the Principal. In case of sick leave the same should be brought to the notice of the Principal as early as possible.
- (n) Parents are also expected to co-operate with the school authorities by taking an active and helpful interest in the activities of the school. Further, they are understood to have given the right to the Principal to correct and punish the child at his reasonable discretion.
- (o) Please ensure that your child does not carry sharp, pointed or other dangerous/costly articles, CD's, pen drive, calculators, slam books, mobile phones, jewellery to the school. Further, articles producing fire and noise like matches, fire-crackers should not be allowed. Any student found possessing these articles will be subjected to strict action or be summarily dismissed from the school.
- (p) While communicating with the Principal through letter, parents are requested to mention the name, class and section of their children and telephone number.
- (q) Phone calls will be entertained only during the office hours i.e. 8.00 a.m. to 3 p.m.
- (r) Parents/Guardians are not allowed to meet the teachers at their residence for discussion of any matters related to the curricular and co-curricular activities of their ward in the school.
- (s) Parents are informed that their children are liable to be suspended for:
  - (1) Repeatedly not wearing the correct school uniform, not bringing the school diary, required books, copies to school, not getting the remarks duly signed.
  - (2) Repeatedly misbehaving in the school.
  - (3) Not recording the leave/absence by the parent immediately before or after such leave or absence.
  - (4) Answering impolitely or violating the rules of discipline.
- (t) If any child is caught using unfair means during exam, he/she will be exempted from attempting it further and will be marked zero for that paper.
- (u) Parents are instructed to strictly discourage students from going home half day on days of examinations. If at all the ward is unwell he should not be sent to school to write the exam, with prior information and related medical certificate.
- (v) No re-exam/re-test will be connected from this session onwards.
- w) No students are allowed to use bike/scooty to come to school without valid DL.
- x) Parents are suggested not to meet the teachers directly in the class during the school hours.

## A WORD TO STUDENTS

- a) All of you are expected to conduct yourself as responsible persons at all times and in all places. The power of the Principal to correct an erring pupil is the same as that of a parent. Thus he will have a moderate degree of authority in the matter of punishing his pupils. The school will insist on strict punctuality, regular attendance, cleanliness in person and dress, general grooming and fidelity to study and work assignments.
- b) You all must arrive at the school at least five minutes before the first bell.
- c) At the first bell, all must immediately line-up according to their classes for the morning assembly.
- d) During the assembly, you all should recite the prayers and sing the hymns. Listen to the speakers carefully. Thereafter you must go to your respective classes in silence. **Running, shouting, hooting or whistling shall lead to disciplinary action.**
- e) **The school calendar should be brought to school daily.** It should be used to note down the daily home-work and other instructions by the teachers. This calendar should not be used to write down notes or work-out sums etc. Any student tampering with the school calendar of another student will be punished. **The students who forge signatures will be punished.**
- f) Personal cleanliness is expected from all of you. The school uniform worn by you must be clean, neatly ironed, shoes polished, finger nails clipped and hair neatly combed. Discolored uniform, worn-out socks and shoes should be avoided. A pupil may be sent home for lack of personal cleanliness, long hair (for boys) dirty clothes and shoes, after a warning in the school calendar.
- g) While leaving the classrooms for physical training, library, games and practicals, you all must walk along the corridors and the stairs in single file and in perfect silence, bearing in mind the rule "Keep left".
- h) None of you are allowed to remain in the classroom during recess or Games/P.T. periods. The monitor shall close the door after the students leave.
- i) Pupils must attend physical education, games and other activities outside the classrooms. Once on the playground, nobody may return to the classroom without permission. You should leave the ground 5 minutes before the bell for the next period.
- j) Besides, the subject copies, text books and school library books, no other books (Novels, Comics, Slam Book, Magazines, and Newspapers etc.) are to be brought to school. You are forbidden to bring mobile phones, transistors, fire crackers, sharp pointed weapons, explosives and other dangerous materials to school. Obscene articles, books, pictures & letters, if found with any of you will lead to summary dismissal from the institution.

- k) **As the medium of instruction is English, you all must communicate in English at all times as long as you are in the school premises.** Parents should encourage their children to respond in English and increase their fluency.
- l) It is compulsory to be present on activity days as quizzes/tests/competitions will be conducted for which, the students will be evaluated.
- m) The school will not be responsible for the loss of money, books, fountain pens, watches or other valuable articles of the students. You should not bring big sums of money or valuable articles etc., to school.
- n) No collections of any amount should be made for any purpose whatsoever without the previous sanction of the Principal. All such collections must be accounted for and be scrutinized.
- o) Health is wealth so you all should bring nutritious Tiffin. No Fast/Junk Food is allowed.
- p) If you expect to return late to your homes, you are responsible for informing your parents about it in advance, especially when you have to play a match or are required for practices.
- q) **Students who come to school on bicycle, is solely responsible for the use of it on road. Parents shall be responsible for any negligence on the part of their wards.**
- r) **No students shall enter the school campus without the school uniform during working hours even when one is on leave including Parent-Teacher meet.**
- s) Boys should have proper hair cut at regular intervals and ensure that it remains combed and tidy.

## ABSENCE

1. Student who have been absent from class must have the reason entered in the Regularity Record stating briefly the cause of the absence or delay.
2. Continuous absence for 15 days without leave will be considered equivalent to the withdrawal of the student from school and her/his name will be removed from the school record. If readmitted he/she will have to pay ₹ 1000/- as fine.
3. A medical certificate must be produced for absence due to contagious or infectious illness.

## DISCIPLINARY ACTION

- a) Every student has to attend the school on the re-opening day after each vacation.
- b) If absent, due to ailment the Principal has to be informed and medical certificate or relevant documents should be submitted at the earliest.
- c) If the parents do not attend minimum two Parent-Teacher Meetings, the student will be liable for dismissal.
- d) Absence on the days of a school function be it on working days or holidays or National holidays will incur serious disciplinary action and/or heavy fine. Similarly, absence from school prior to tests or examination will incur disciplinary action.
- e) School ID card must be treated as School property, in case of damage the card a fine of ₹ 100/- will be levied for new ID.

## BEHAVIOUR

- a) Every student should endeavour to keep the good behaviour and polite manners, both in and outside the school. They should remember that the school is judged by their conduct.
- b) No pupil may leave the school premises during school working hours without the written permission of the school authorities. Students who violate this rule will be suspended or dismissed from the school.
- c) Any student who is present in the school but absents himself/herself from any period or class without proper permission will be suspended.
- d) Irregular attendance, disobedience or conduct harmful to the moral tone of the school, habitual idleness, intentional discourtesy and disrespect to Principal, teachers, non-teaching staff, office bearers and any authority, will either be suspended or summarily dismissed.
- e) Any act of collective gross indiscipline, if the main responsible person or persons are not detectable will result in the suspension of the whole group, class or classes for a period desired by the Principal.
- f) The Principal will take confidential report from teachers regarding the conduct and behaviour of students and on the basis of these reports may ask the parent to withdraw his/her child from the school. The decision of the Principal shall be final.
- g) Immorality, grave insubordination, contempt of authority (both by parents as well as students), or willful damage to the school property, quarrelling and using foul language and smoking, are always sufficient reasons for dismissal.
- h) School will not be held responsible for the loss of studies during such suspension period.
- i) All disciplinary actions taken by the Principal are effective and binding on the erring student. No review or revision shall apply to any court of law. Interference from any department to forestall such disciplinary action by corrupt methods shall not be entertained, binding or enforceable.
- j) The decision (disciplinary action) of the management shall be final and conclusive and no appeal shall lie anywhere except with the managing committee of the school.
- k) Any damage or disfiguration or graffiti shall be made good by the offending students. Besides a heavy penalty shall be imposed on the students or may even be dismissed.
- l) The responsibility of the Principal is not only confined to the pupil who errs but a greater responsibility of protecting the morals of other students of the institution. He owes a duty to maintain the reputation of the institution and give opportunity to other students who have come to study.

# THANK YOU